

**DODGE COUNTY
JOINT MEETING OF THE HEALTH FACILITIES
AND FINANCE COMMITTEES
CLEARVIEW ~ GATHERING ROOM
198 COUNTY DF
JUNEAU, WI 53039
DECEMBER 2, 2015**

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

Absent: None.

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Administrator; Bill Wiley, Director of Finance; Jacqueline Kuhl, Brain Injury Center Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jessica Strean, Assisted Living Supervisor; Heather Hearley, Director of Dietary Services; Ann Schulz, Director of Nursing; Angi Zilliox, Human Resource Specialist; Sarah Eske, Dodge County Human Resource Director; and Tonia Mindemann, Dodge County Assistant Human Resource Director.

3. **APPROVAL OF MINUTES OF OCTOBER 13 AND OCTOBER 28, 2015 MEETINGS:** Motion made by Duchac to approve the October 13, 2015 and October 28, 2015 Minutes; seconded by Schaefer. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Derr to deviate from the Agenda if required; seconded by Hilbert. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.

8. **CENSUS REPORTS:**

CBIC:	17 of 30 with 18 by the end of the day
Clearview:	127 of 140
Clearview Behavioral Health 1/2:	19 of 20
ICF-IID (formerly FDD):	44 of 46
Trailview	3 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	14 of 20

9. **ADMINISTRATOR'S REPORT:**

- **View of a Clearview Department: Dietary ~ Heather Hearley ~ "First Year at Clearview and Plans for the Future":** Heather Hearley, Director of Dietary Services, gave an explanation of and described the purpose and function of the Dietary Department, as well as her roles and responsibilities at Clearview. She updated the Committee on her first year at Clearview and what her plans for the Dietary Department are in the future.

Kim Krueger, Dietary Tech, discussed her role as Treasurer on the Board for Moraine Park Technical College. Several items included in her presentation including having a garden in 2016 and incorporating a culinary cook to order specialist.

- **Opportunity for Staffing Rotation Changes ~ Ann Schulz and Angi Zilliox:** Ann Schulz, Director of Nursing, and Angi Zilliox, Human Resource Specialist, reported on the implementation of rotation changes for household assistants in 2016. There will be an opportunity to have 12 hour schedules with every other weekend off. A discussion followed.
- **Hiring and Retention ~ Ann Schulz and Angi Zilliox:** A presentation was given by Ann Schulz and Angi Zilliox on hiring and retention of licensed nurses.
- **Nurse Practitioner ~ Ann Schulz and Angi Zilliox:** A presentation was given by Ann Schulz and Angi Zilliox on the progress of a nurse practitioner position, scheduled to begin in January 2016.
- **Update: Retirees:** Hooper updated the Committee on 2015 retirees.
- **Advisory Boards / Civic Group Boards:** A brief discussion was held on Clearview employees being participants on Boards.
- **Invitation to Nursing Homes and Nursing Home Stakeholders to Apply for Grants for Use of Civil Monty Penalty ("CMP") Funds:** The Committee was updated; we will be looking into this process for application.

- **Update: Marsh Country Health Alliance Quarterly Financial Meeting:** The quarterly financial meeting of Marsh Country Health Alliance's Board was held on November 24, 2015.

Wiley updated the group on the 2014 Clearview audit. He explained that \$896,254 was written off in 2014 of which some of the accounts may have went back a few years. The balance of the \$1.5 million that was stated in the Johnson & Block full accrual analysis was what made up the allowance for doubtful accounts. Clearview started the year with \$602,000 in this account and it is now down to \$475,000. \$129,000 has been written off so far in 2015 with another round at the end of the year.

Wiley explained that the bad debt expense procedure has been revised and that it is monitored and adjusted monthly. The allowance account estimate is based on a percentage of yearly revenue and broken down by aging receivables timeframes and payer sources. This percentage may be revised up or down depending on how many write offs are done over the course of the upcoming months / year.

Wiley gave an update on the 2015 MCHA Income Statement as of September 30. MCHA is executing their budget very closely to what was planned. One item he noted was that in October a \$1,000,000 revenue was posted to reverse out that liability posted from the previous year for the CBIC Medicaid recoupment.

It was requested that Wiley provide the following 2015 write off amount to the group at the February 2016 meeting.

- **Leading Age National Convention – Boston, MA (11/1 to 11/4/15):** Administrator Hooper updated the Committee on her experience at the Leading Age National Convention in Boston, Massachusetts.
- **Holiday Message to Clearview Employees:** A note to Clearview employees was reviewed and accepted, which will be inserted in the December 11, 2015 *Communicator*.

REPORT FROM BILL WILEY, CLEARVIEW FINANCE DIRECTOR:

Wiley presented the proposed 2015 budget adjustments to the committee. The increases in expenses are offset by the increases in revenues. Some areas saw a decrease in expenses. Increases in revenue are from higher than anticipated census and more private pay residents than expected. Revenues are also increased and decreased because of shifting of payer sources. Fewer residents are covered under some payer sources but the offset is more being covered under Managed Care Organizations (MCOs).

Higher expenses are due to higher resident costs such as staffing, therapies, supplies, medications, etc. Also some utilities, Kronos training, and billing consultant time are increases over budgeted amounts.

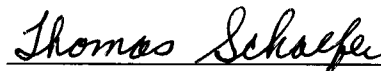
Wiley mentioned that he will probably have additional budget adjustment requests next month.

Wiley then gave an update to the 2014 audit. He stated that Clearview had two material weakness findings of which consisted of five areas. Four of the areas have been addressed and he is working on the final one, the receivables reconciliation process. He mentioned that although the five areas are all that is mentioned in the audit report, there are other areas that the auditors want him to review. He stated that he will review these areas once the material weakness corrective actions have been identified and put into effect.

10. **NEXT MEETING DATE: Wednesday, January 6, 2016, at 7:45 a.m., in the Chapel at Clearview**, located on the first floor, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by order of the Chair to adjourn. Meeting adjourned at 10:40 a.m.

Dated this 6th day of January, 2016.

Respectfully submitted,



Thomas Schaefer, Secretary